



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.11	Reclassification of an Existing Classified Position	07/01/07	

1.0 Purpose

To establish a procedure to change the classification of an existing non-academic position.

2.0 Policy

If there are significant changes in the duties and responsibilities of a classified position, it may be appropriate to reclassify the position. Human Resources may elect to review positions from time to time; however, the primary responsibility for determining the need for review and possible reclassification rests with the appropriate department administration.

3.0 Definitions

There are a number of types of reclassification actions which may be made, and policies concerning effective dates and compensation changes differ for each type of action. Several types of reclassification actions are defined below.

3.1 Upgrade

An upgrade places a position in a job classification with a higher pay grade than the previous job classification. Requests for upgrades should be submitted and approved prior to submission of original fiscal year budget requests, and (if approved by the Board of Regents) become effective at the beginning of the next fiscal year.

The incumbent of an upgraded position should receive a promotional increase as outlined in the Compensation Policies for Classified Employees.

3.2 Title Change

A title change is a classification action, which places a position in a job classification in the same pay grade as the previous job



classification. An approved title change may become effective as soon as administratively feasible. The incumbent of a position affected by a title change is not eligible for a change in pay; however, depending on the nature of the change, the incumbent may change from the monthly to the biweekly payroll, or vice versa.

3.3 Downgrade

A downgrade places a position in a job classification with a lower pay grade than that of the previous job classification. An approved downgrade may become effective as soon as administratively feasible. The incumbent of a position which has been downgraded may receive a decrease in pay as outlined in the Compensation Policies for Classified Employees.

3.4 Temporary Actions

For purposes such as on-the-job training, a position may be temporarily downgraded if funds for a “permanent” classification have been budgeted. Trainee positions may later be upgraded to the approved classification level based on completion of an established training program by the employee. Approved temporary downgrades and reinstatements may become effective as soon as administratively feasible. Incumbents of reinstated positions should receive a promotional increase in pay as outlined in the Compensation Policies for Classified Employees.

4.0 Procedure

Responsibility

4.1 Requesting Department

When a review for possible changes in classification level is requested, the requesting department submits a completed Position Classification Form to the Human Resources Department. Position Classification Forms must be signed by persons authorized to request classification changes in the requesting department.

4.2 Human Resources

The Human Resources staff will evaluate reclassification requests using professionally accepted Human Resources job evaluation methodologies and standards. If additional information is required, the Human Resources staff will contact appropriate staff in the



requesting department and conduct job analysis audits/meeting(s). the Human Resources staff will determine the appropriate classification level and document the level on the approval section of the Position Classification Form.

The Human Resources staff is responsible for notifying the requesting department of final classification actions and providing appropriate approval documents to the department.

4.3 Classification changes effective July 1

A copy of the approved Position Classification Form should accompany the original fiscal year budget request to support classification actions, which have been approved with an effective date of July 1. The proposed action will become effective on July 1 provided the institutional budget request is approved by the Board of Regents.

4.4 Classification changes occurring during the fiscal year

If the classification action was not included in the original budget, and/or the proposed effective date is not at the beginning of the fiscal year, the department should attach a copy of the approved Position Classification Form to the appropriate budget transfer request and submit the document to the Business Office. The classification action may become effective when authorized by the Business Office.

A Personnel Action Form is required to implement the approved changes.

When a reclassified position is vacant, an Employment Request Form and a Request to Fill Vacancy Form is required to initiate recruitment to fill the position.